



PROGRAM MANAGER I*

Department of Community Services and Corrections

Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on *October 29, 2004*. POSTMARKS ARE NOT ACCEPTED.

***This is a limited duration “project” position with funding for two years.**

THE JOB

This position manages the Co-Occurring Methamphetamine Expanded Treatment (COMET) program and ensures compliance with all COMET grant mandates. The Program Manager will be responsible for all operations of the COMET program, supervision of Care Coordination Team, and to convene and support the Project Oversight Committee. The candidate will negotiate and maintain linkages between those agencies responsible for identifying and referring the target population; working with the evaluation team to ensure project data are secured and other information is available; organizing and producing training activities about project process and outcomes with court personnel, providers, law enforcement, and other key stakeholders; and responsible for assuring that assessment, linking, and integrate treatment services are provided in a culturally competent manner and for securing assistance from a cultural competency specialist when needed.

QUALIFICATIONS

This position requires a Bachelor's degree (Master's degree preferred) with course work in Administration, Human/Social Services, planning or related field. Experience in Substance Abuse and Mental Health Services, Criminal Justice, Human Services in an administrative, supervisory, coordinator's or clinical role is highly desirable. The ideal candidate will have the following strengths:

- Supervisory or management experience in the human services field
- Clinical experience and/or extensive knowledge of Substance Abuse and Mental Health treatment issues and delivery of service
- In-depth understanding of the principles and practices that strengthen the cultural competence of human service delivery, especially regarding age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and gender.
- In-depth knowledge of the Criminal Justice System and issues regarding offender treatment
- Experience developing, implementing and monitoring Human Services programs

Knowledge of: The principles and practices of direct treatment or prevention services for at-risk populations, “wraparound” services, outreach and pre-service strategies to expand/access AOD/MH services, data collection and standards to measure and monitor treatment services and costs; trends and practices within AOD/MH; public sector organization and program operations; project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development, justification, and control.

Ability to: Effectively plan, assign, direct, and evaluate the work subordinates, including delegating responsibility and authority; carry out County/DCS policy directives in an effective and timely manner; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff; communicate and express ideas effectively, orally and in writing.

SALARY

The salary range is \$4,339 – \$6,130 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, aid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest:** (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest *detailing* their level of experience. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

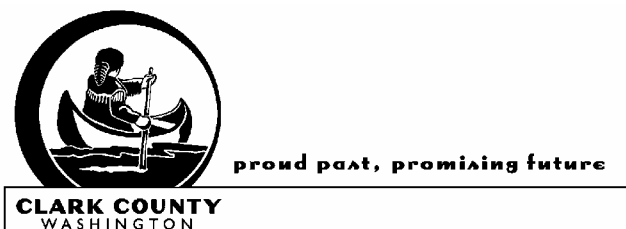


For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



Human Resources Department
 1300 Franklin Street – 5th Floor/PO Box 5000
 Vancouver, WA 98666-5000
 PHONE (360) 397-2456 FAX (360) 397-2457
 TDD (360) 397-6032
 Email: hradmin@clark.wa.gov
 www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION			
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend	
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. <div style="text-align: center;"><i>(A conviction record will not necessarily bar you from employment.)</i></div>			
Date	Charge	Sentence	Remarks

EDUCATION						
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic:*
☐ *White (not of Hispanic origin):*

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____